

27 MAR 1974

MEMORANDUM FOR: Chief, Information Systems Analysis Staff, DD/A

SUBJECT : Statistical Data Relevant to Paper Consumption

REFERENCE : Directorate Objective B57001 - During FY 1975
Reduce the Level of Paper Consumption Within
the Agency by Five Percent per Capita

1. Pursuant to the referent objective, attached are statistical data for your use in monitoring paper consumption during FY-1975. Listed below is a breakdown of pertinent attachments:

a. Attachment 1 - List of 334 paper products (41 pages) which show issues to Agency Operating Components except Printing Services Division (PSD) during FY-1974, projected usage for FY-1975 reported in feet or by sheets, comparative usage figures between first quarter FY-1974 and first quarter FY-1975 and total obligated costs for FY-1974.

b. Attachment 2 - Summary of paper consumption figures including sub-totals by item, page number, and total usage (except PSD).

c. Attachment 3 - Printing Services Division paper use FY-1974 and FY-1975.

2. Based on the data presented, the Agency is exceeding its 5 percent overall goal in reducing paper consumption during FY-1975. The figures compiled on the 334 paper products indicate a reduction rate of 9.66 percent during first quarter FY-1975 and PSD's consumption shows a decrease of 12 percent for this same period.

3. Please note that there are significant increases or decreases on some items. As an example, Stock No. 7530-H02-5939, bond paper, shown on page 1 of Attachment 1 is attributed to large quantities ordered by [REDACTED] in FY-1975. Another example of a significant change is shown on page 18 of Attachment 1 for calendars. Calendars are usually issued during the second quarter of a fiscal year, hence the decrease in first quarter FY-1975.

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4. If you have any questions relative to the attached report, please contact Mr. [REDACTED] Plans and Programs Staff, OL, on extension 2561. 25X1A9a

[REDACTED]
Director of Logistics

Atts

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OL/P&PS: [REDACTED]:jw/2561 (27 Nov 74)

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